



ENROLLMENT DATA SUBMISSION

WebGrants User Guide

Updated: JULY 7, 2004

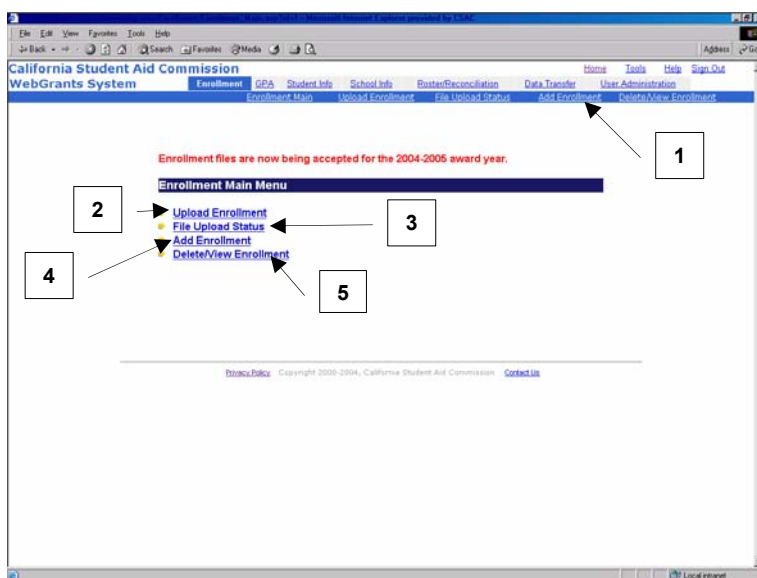
ENROLLMENT MAIN PAGE

Purpose

The Enrollment area of WebGrants allows California Community Colleges to securely upload and submit enrollment verification data directly to the Commission either in batch files or for individual students for the September 2nd award cycle. In addition, changes can be made to previously submitted enrollment data before the award cycle begins.

Page Elements

- 1. Enrollment Navigation Bar** This shortcut navigation bar contains links to all pages within the Enrollment area of WebGrants.
- 2. Upload Enrollment** Link to the Upload Enrollment Page where users can upload one or more enrollment verification data files to the Commission through the WebGrants system (see page 3).
- 3. File Upload Status** Link to the File Upload Status Page where users can view the results of their upload enrollment data file (see page 5).
- 4. Add Enrollment** Link to the Add Enrollment Page where users can upload and submit enrollment verification for individual students (see page 10).
- 5. Delete/View Enrollment** Link to the Delete/View Enrollment Page where users can view and make changes to already submitted enrollment records that have not yet run through weekend processing (see page 11).



Access

The Enrollment Main Page can be accessed by clicking the [Enrollment](#) link in the Options box on the Home Page or by clicking the [Enrollment](#) link in the WebGrants Navigation Bar located in the upper right of all WebGrants pages.

Page Functions

Navigate to all other pages within the Enrollment area of WebGrants

The main page of each WebGrants area contains links to the pages included in that area. In addition, each area within WebGrants has its own submenu navigation bar that is located in the blue bar directly under the WebGrants Navigation Bar. This submenu navigation bar allows the user to move from page to page within the same area of WebGrants without continually going through the Main Page of each area.

Click the [Upload Enrollment](#) link to view the Enrollment Upload Page (see page 3).

OR

Click the [Add Enrollments](#) link to view the Add Enrollments page (see page 10).

OR

Click the [File Upload Status](#) link to view the File Upload Status Page (see page 5).

OR

Click the [Delete/View enrollments](#) link to view the Delete/View Enrollments Page (see page 11).

OR

Click a link on the enrollment navigation bar to view the indicated page.

Upload Enrollment Page

Purpose

The Upload Enrollment Page allows schools to upload and submit enrollment verifications records directly to the Commission in one or more batch file(s). A batch file is a text (.txt) document that contains multiple enrollment verification records formatted according to the Commission's enrollment record layout specifications. These batch files traditionally have been submitted to the Commission on diskette for upload to the Commission's Grant Delivery System. These files can now be uploaded and submitted directly to the Commission through WebGrants using the Enrollment Upload page. The entire upload process can be completed in three steps.

Page Elements

1. **USED School Code** The federal OPE-ID school code of the school for which enrollment data is being uploaded.
2. **Enrollment File** The file path of the batch file to upload.
3. **<Browse> Button** Allows users to browse their PC and/or network drives to locate and select the batch file to upload.
4. **<Begin Upload> Button** Click here to upload the batch file listed in the Enrollment File field.

California Student Aid Commission
WebGrants System

Enrollment GPA Student Info School Info System Reconciliation Data Transfer Charge Grant User Administration
Enrollment Main Upload Enrollment File Upload Status Add Enrollment Delete/View Enrollment

Step 1 of 3: Select a file to upload by following the instructions below.

Upload Enrollment

- Select the school code
- Enter the file path and name of your file (Use the **BROWSE** button to find your file)
- File type must be .txt or .xml
- Click the **Begin Upload** button to start this operation

USED: 00123300

Enrollment File: **Browse**

Begin Upload

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Access

The Upload Enrollment Page can be accessed by clicking the [Upload Enrollment](#) link on the Enrollment Main Page (see page 1) or by clicking the [Upload Enrollment](#) link on the blue submenu navigation bar.

Upload Enrollment Page

Upload versus Submit

Before an enrollment batch file can be officially submitted to the Commission, the records must first be uploaded to the WebGrants system. This upload occurs once the fields on the Upload Enrollment Page are populated and the **<Begin Upload>** button is clicked (Step 1 of 3). Once uploaded, these records are screened for proper layout and field values, sorted into valid and invalid categories and placed into a staging area. While in this staging area, users are able to view, search and delete the records through the Enrollment File Upload Status Page (Step 2 of 3)). The user can then submit the verified enrollment status records in their final form to the Commission by clicking the **<Submit Records>** button on the Enrollment File Upload Status Page (Step 3 of 3)). No student's uploaded enrollment record can be matched and considered for an award until it has been submitted.

Page Functions

*Upload an Enrollment Batch File: **Step 1 of 3***

1.	Type your federal OPE-ID school code into the USED field.
2.	<p>If the file path of the .txt document to upload is known, type it into the Enrollment File field.</p> <p>If the file path is unknown, click the <Browse> button to locate and select the file from your PC's hard drive or a network drive. Once selected, click the <OK> button.</p> <p>→ The Enrollment File field will automatically be populated with the file path.</p>
3.	<p>Click the <Begin Upload> button</p> <p>→ Processing time for the upload depends on the size of the file. Turning gears will appear on the page while the upload is in process.</p> <p>→ Once uploading is complete, the Enrollment File Upload Status Page will be displayed (see page 5).</p>

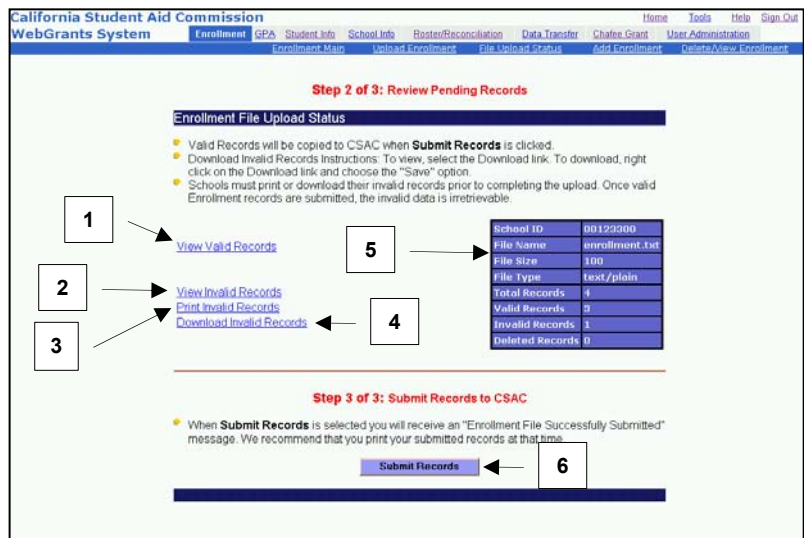
Enrollment File Upload Status Page

Purpose

Once an enrollment batch file has been uploaded to WebGrants (see page 3), the Enrollment File Upload Status Page will appear notifying users of the status of the upload.

Page Elements

- 1. View Valid Records** Link to sort and view the enrollment records on the uploaded batch file that passed the initial field edits and are ready to be submitted. This option is only available if there are valid records to view.
- 2. View Invalid Records** Link to sort and view the enrollment records on the uploaded batch file that failed the initial field edits and the reason(s) why they cannot be submitted to CSAC. This option is only available if there are invalid records to view
- 3. Print Invalid Records** Link to view a printer-friendly list of the enrollment records on the uploaded batch file that failed the initial field edits and the reason(s) why they cannot be submitted to CSAC.
- 4. Download Invalid Records** Link to download a data file, formatted in the same manner as the uploaded file, containing only the invalid records. This option is only available if there are invalid records.
- 5. File Upload Status Table** Displays the following information about the enrollment batch file just uploaded:
 - *School ID* Federal OPE-ID school code for which the enrollment status information applies.
 - *File Name* Name given to the enrollment upload file by the school.
 - *File Size* The number of bytes within the file.
 - *File Type* Indicates that the file is in a text format (.txt).
 - *Total Records* The total number of enrollment records WebGrants identified as separate records.
 - *Valid Records* The total number of enrollment records that passed the initial field edits and are ready to be submitted to the Commission.
 - *Invalid Records* The total number of enrollment records that failed the initial field edits and are unsuitable for submission to the Commission.
 - *Deleted Records* The total number of uploaded enrollment records deleted before submission.
- 6. <Submit Records> button** Immediately submits valid enrollment records to the Commission.



Enrollment File Upload Status Page

Access

This page will automatically appear after clicking the **<Begin Upload>** button on the Enrollment Upload Page.

Valid versus Invalid Records

When a batch file has been uploaded, the records contained in the file are run through a preliminary screening process that reviews the data for the following:

- The record is formatted correctly
- Each of the field value of the header is one of the accepted values for that field (although a header is not required for the Enrollment Datafile).
- The SSN is nine digits in length

Once the primary edits are complete, the records are categorized into Valid records (those ready for submission) and Invalid records (those unable to be submitted).

Valid versus Submitted Records

Although the records that have passed the primary edits described above have been accepted, they have not yet been submitted to the Student Aid Commission. Until records have been submitted, they will not be matched up with any student's application for a Cal Grant. Refer to the Page Functions below on "Submit Valid Enrollment Verification Records".

Invalid Records

Enrollment records that have not passed the primary edits described above cannot be submitted to the Student Aid Commission in their current state. Users have a number of methods available to them to correct the invalid records and upload them again. The best method will depend on the types of errors and the total number of invalid records.

Correction Method	Description
Correct the original batch file and re-upload the entire file again.	This method will cause the second upload to overwrite the original upload with the errors. This method can be repeated until a 0 appears in the invalid records field of the File Upload Status Table.
Download the invalid records, correct and resubmit only those records.	When using this method, users should be aware that they must download the invalid records by clicking on the Display/Download link before submitting the valid records (see page 7, "Submit uploaded enrollment verification records that are valid"), otherwise the user will be unable to return to the file upload page to download the invalid records.
Print the invalid records and key them in manually.	If there are only a few invalid records, it may be easier to click on the Print Invalid Records link to print a list of invalid records, navigate to the Add Enrollment Page (see page 10) to add and submit the invalid enrollment verifications one at a time.

Enrollment File Upload Status Page

Page Functions

Review Pending Records: **Step 2 of 3**

View recently uploaded enrollment verification records that are valid or invalid

Depending on the size of the file uploaded, the number of records can vary in number. WebGrants will only display 1000 records on a screen.

1. Click the [View Valid Records](#) or [View Invalid Records](#) links
→ The View Valid Records page (see page 8) or View Invalid Records page (see page 9) will appear.

Print recently uploaded enrollment verification records that are invalid

1. Click on the [Print Invalid Records](#) link
→ A new separate pop-up window will appear over the current WebGrants session that displays the invalid records in a printable format.
3. Click the <Print> button on the browser toolbar of the new pop-up window to send the document to your default printer.
4. To close the pop-up window, click on the <X> button in the upper right corner of the pop-up window

Download a .txt datafile of invalid enrollment verification records

1. Click on the [Download Invalid Records](#) link **with the right mouse button**.
→ A shortcut menu will appear next the mouse cursor
2. Select the "Save Target As..." option from the shortcut menu
→ The "Save As" pop-up box will appear
3. Select a location on your PC or network drive to which the invalid enrollment records can be saved and click the <Save> button.
→ Open this saved file in a .txt compatible program, correct the errors in the enrollment records, re-save the file to your PC or network drive, and re-upload it using the instructions for "Upload an Enrollment Batch File" (see page 4).

Submit uploaded enrollment verification records that are valid: **Step 3 of 3**

Click on the <Submit Records> button
→ When completed, the Enrollment Summary Page will appear (see figure 7-1).
NOTE: The length of time for submitting enrollments depends on the number of records that have been uploaded. A page displaying turning gears will indicate that the submission is in process.

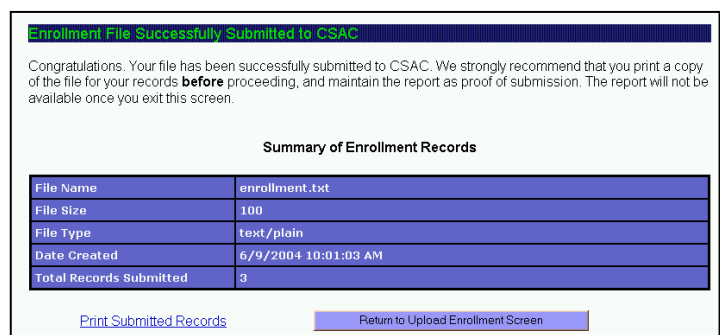


Figure 7-1: Enrollment Summary page

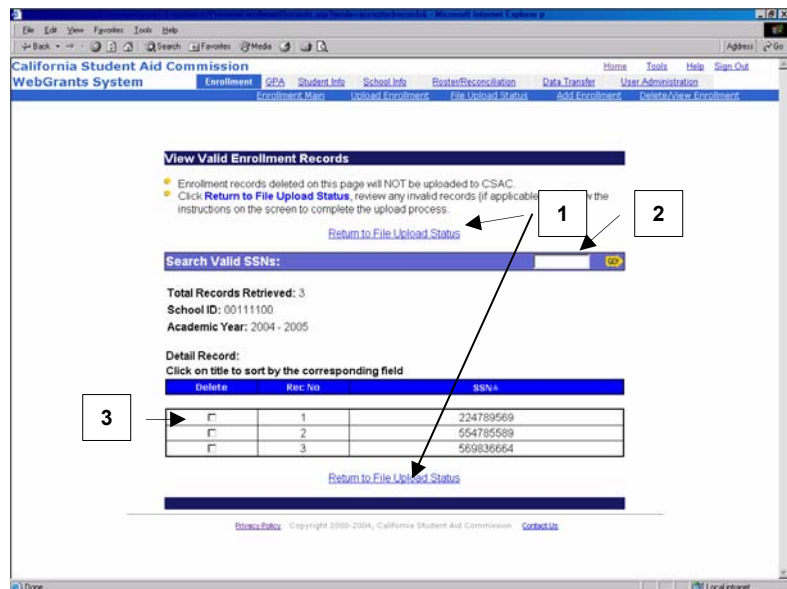
View Valid Records Page

Purpose

Before submitting valid enrollment records to the Commission, users can view or individually delete the enrollment records on the uploaded batch file that passed the initial field edits and are ready for submission.

Page Elements

1. **Return to File Upload Status** Link to return the user to the Enrollment File Upload Status Page (see page 5).
2. **SSN Search Field Selection Box**
Type a Social Security Number here to search the list of uploaded records for a particular individual.
3. **Record Display Table** The displayed list of valid uploaded records. If no SSN has been entered in the SSN Search Field, all records will be displayed.



Access

The View Valid Records Page can be accessed by clicking the [View Valid Records](#) link on the File Upload Page (see page 5).

Search for an enrollment verification records that is valid

1. Type a Social Security number in SSN Search Field.
2. Click the <GO> button
→ The specified record will be displayed in the **Record Display Table**.

Delete an uploaded enrollment verification record that is valid

1. Display the enrollment record to be deleted.
2. Click the box in the delete field of the record you want to delete (see figure 8-1)
→ A pop-up dialogue box will appear asking you to confirm that you want to delete this record
3. Click the <OK> button on the pop-up box.
→ The record will be deleted and will disappear from the screen.



Figure 8-1: Delete box

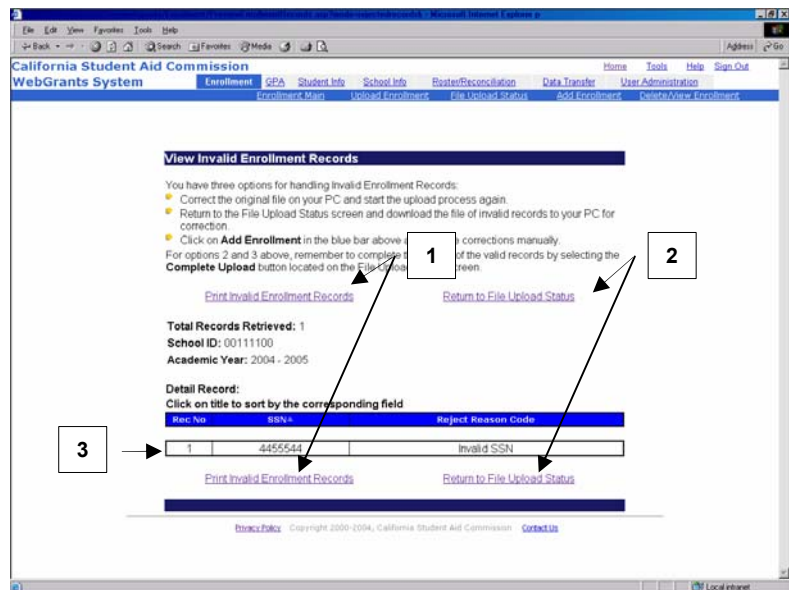
View Invalid Records Page

Purpose

Users can view and print uploaded enrollment verification records that did not pass the initial field edits for submission to CSAC. Depending on the number of invalid records, schools may decide to correct and re-upload entire batch files, or correct and upload those invalid enrollment verification records individually using the Add Enrollment Records Page.

Page Elements

1. [Print Invalid Enrollment Records](#) link
Click here to print the displayed list of invalid enrollment records
2. **Return to File Upload Status** Link to return the user to the Enrollment File Upload Status Page (see page 5).
3. **Record Display Table** The displayed list of invalid uploaded records and the reason why they are invalid.



Access

The View Invalid Records Page can be accessed by clicking the [View Invalid Records](#) link on the File Upload Page (see page 5).

Search for an enrollment verification records that is invalid

1. Type a Social Security number in SSN Search Field.
2. Click the <GO!> button
→ The specified record will be displayed in the **Record Display Table**.

Print recently uploaded enrollment verification records that are invalid

1. Click on the [Print Invalid Enrollment Records](#) link
→ A new separate pop-up window will appear over the current WebGrants session that displays the invalid records in a printable format.
2. Click the <Print> button on the browser toolbar of the new pop-up window to send the document to your default printer.
3. To close the pop-up window, click on the <X> button in the upper right corner of the pop-up window.

Add Enrollment Page

Purpose

Users can use the Add Enrollment Page to create and submit enrollment verification records for individual students.

Page Elements

1. **USED** The federal OPE-ID code for the school adding enrollment records.
2. **Number of Records** The number of new records to be created and submitted.
3. **Record Display Table** Depending on the number of new records to be created (as entered in the Number of Records field) the appropriate number of blank enrollment records is displayed.
4. **<Submit Enrollment Records to CSAC> button** Click here to submit the created enrollment verification records to CSAC.

The screenshot shows the 'Add Enrollment Records for ALLAN HANCOCK COLLEGE' page. The page has a navigation bar with links like 'Enrollment', 'GPA', 'Student Info', 'School Info', 'Roster/Reconciliation', 'Data Transfer', 'User Administration', 'Enrollment Main', 'Upload Enrollment', 'File Upload Status', 'Add Enrollment', and 'Delete/View Enrollment'. The main content area has a title 'Add Enrollment Records for ALLAN HANCOCK COLLEGE' and a list of instructions: 'Enter the USED and quantity of Enrollment Records you wish to add', 'Click on GO', 'Enter information', 'Print this page before submitting the Enrollment Records to CSAC', and 'Click Submit Enrollment Records to CSAC (Records will only be updated at CSAC when this step is completed)'. Below the instructions, there is a 'USED' field with the value '00111100' and a 'Please Enter the Number of New Records to Add' field. A 'GO' button is next to the 'Number of New Records to Add' field. Below these fields is a table with columns 'Delete', 'Row #', and 'SSN'. The table has two rows, both with empty 'SSN' fields. At the bottom of the table is a 'Submit Enrollment Records to CSAC' button. Numbered callouts 1 through 4 point to these elements: 1 points to the 'USED' field, 2 points to the 'Number of New Records to Add' field, 3 points to the 'Submit Enrollment Records to CSAC' button, and 4 points to the 'Submit Enrollment Records to CSAC' button.

Access

The Add Enrollment Page can be accessed by clicking the [Add Enrollment](#) link on the Enrollment Main Page (see page 1) or by clicking the [Add Enrollment](#) link on the blue submenu navigation bar.

Page Functions

Create and submit individual enrollment verification records to the Commission

1. Type in the number of records to add in the **Number of Records** field.
2. Click the <GO!> button
 - The requested number of blank records will be displayed in the **Record Display Table**.
3. Create the individual enrollment verification records by entering the Social Security number(s) in the indicated fields.
4. When all the records have been created, Click the **<Submit Enrollment Records to CSAC>** button
 - If there are any errors that would prevent the record(s) from being submitted to CSAC, a pop-up box will appear advising the user of the error. After correcting the error, click the <Submit Enrollment Records to CSAC> button to resubmit the record(s)
 - If there are no errors that would prevent the record(s) from being submitted to CSAC, the Enrollment Records Successfully Added message will appear under the Column Headers.

Delete/View Enrollment Page

Purpose

Users can use the Delete/View Enrollment Page to view or delete enrollment records that have already been submitted to the Commission. It is important to note that enrollment records will only be viewable and changeable on this page until the Commission runs its September 2nd award cycle.

Page Elements

1. **SSN** If searching for an enrollment verification record for an individual student, type the SSN here.
2. **USED** To view all enrollment records verified and submitted by a particular school, enter the school code here.
3. **Column Headers** Indicates the type of information contained in each column.
4. **Record Display Table** The displayed list of submitted enrollment verification records. If no search criteria have been entered in the SSN box or USED box, all records for all schools the user has access to view will be displayed.

The screenshot shows the 'Delete / View Enrollment Records' page in the California Student Aid Commission WebGrants System. The page has a navigation bar with links like 'Enrollment Main', 'Upload Enrollment', 'File Upload Status', 'Add Enrollment', and 'Delete/View Enrollment'. The main content area includes instructions for searching by SSN or USED (school code), a 'GO' button, and a table of retrieved records. Numbered callouts point to the SSN field (1), the USED dropdown (2), the column headers (3), the record table (4), and the 'Submit Updates to CSAC' button (5).

Delete	Row #	SSN	School Code
<input type="checkbox"/>	1	343730569	00111100
<input type="checkbox"/>	2	347962613	00111100
<input type="checkbox"/>	3	889880088	00111100

5. **<Submit Updates to CSAC> button** Click here to delete selected enrollment verification records.

Access

The Delete/View Enrollment Page can be accessed by clicking the [Delete/View Enrollment](#) link on the Enrollment Main Page (see page 1) or by clicking the [Delete/View Enrollment](#) link on the blue submenu navigation bar.

Page Functions

Viewing submitted enrollment verification records

1. Type the Social Security Number of the individual enrollment verification record you want to view in the SSN field OR select the school code from the **USED Drop Down Box** to view all records submitted for that school OR select ALL from the **USED Drop Down Box** to view all records submitted for all schools the user has access to view.
2. Click the <GO!> button
 - The records fitting the selection criteria entered in the SSN field will be displayed in the Record Display Table.

Delete/View Enrollment Page

Delete individual enrollment verification records already submitting to CSAC

1. Follow the instructions for “Viewing Submitted Enrollment Verification Records” on page 11.
2. Click the boxes in the delete fields of all the records you want to delete.
3. Click the **<Submit Updates to CSAC>** button
→The **Record Successfully Updated** message will appear below the column headers.